



CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
DEPUTY ADMINISTRATOR, EMERGENCY MANAGEMENT	42	A	11.600

Under administrative direction, the Deputy Administrator provides administrative oversight and coordination of the statewide federal and State homeland security and emergency management programs; coordinates the State's disaster relief and emergency assistance programs to ensure expedient and efficient mitigation, preparedness, response and recovery to any major natural, man-made or technological emergency disaster; acts as a liaison with State, federal, local and tribal agencies in the management of emergency management and homeland security programs statewide.

Act on behalf of the Administrator and represent the division in matters related to division operations, activities, and personnel as directed by the Administrator.

Provide administrative direction and supervise assigned staff including management, professional and support personnel; delegate responsibility to appropriate levels; develop and communicate work performance standards consistent with principles of effective management; assign, review, and evaluate the performance of subordinate supervisors; counsel and discipline staff as appropriate; participate in hiring and termination actions as required; review and authorize personnel actions; provide for appropriate training opportunities based on organizational requirements and budget constraints.

Coordinate program activities with fiscal and program management functional areas; provide administrative direction in drafting and changing division policies, procedures and regulations.

Plan, direct and evaluate operational requirements including allocation of staff, financial resources, and organizational structure; propose revisions and improvements in programs, services and management strategies; provide administrative oversight and approval for allocation of emergency resources including financial, physical and technical assets.

Plan, organize and provide statewide coordination of federal homeland security and emergency management programs; provide uniform delivery of statewide mitigation and preparedness programs within the counties, cities and tribal nations while balancing the needs and initiatives of competing/conflicting applicants in a politically sensitive environment; assist in the development and implementation of programs; establish outcome measures, policies and procedures; identify areas for potential improvement and communicate with subordinate staff regarding program enhancements.

Evaluate organizational performance in meeting program and operational objectives; direct efforts toward continuous improvement of services and products for government, tribal and public entities; provide reports on program and operational progress to agency management, the Commission on Homeland Security, legislators, congressional delegates, federal officials and other interested parties.

Provide oversight and coordination in the development of the biennial budget; monitor federal funding levels and ensure compliance with established federal grant criteria; ensure subgrant management is in compliance with federal and State laws, regulations, policies, procedures and program guidance.

Provide administrative oversight of federal programs and financial reports; ensure that subgrant applications, reimbursement claims and project changes are processed in a timely manner; oversee implementation of new federal programs; ensure appropriate maintenance and retention of agency records.

Provide administrative oversight in the review and update of State, department and division emergency operations plans; ensure division support to State agencies, local governments and tribal nations in development, review and maintenance of emergency operations plans.

Manage development of bill draft requests and regulatory initiatives related to emergency management and homeland security issues, including fiscal notes; evaluate the impact of proposed legislation; participate in legislative subcommittees pertaining to draft legislation; research legislative proposals and prepare responses; draft recommended revisions and position statements as necessary.

Formulate and implement policies, procedures and/or regulations in response to new statutory requirements and legislative letters of intent; modify policy in response to legal opinions and mandates; provide presentations to commissions, councils, boards and the media as necessary.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

SPECIAL NOTES AND REQUIREMENTS:

- * Possession of a valid driver's license is required at the time of appointment and for continuing employment.

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in emergency management, fire science, criminal justice, political science, business administration or closely related field and five years of increasingly responsible emergency management experience in a governmental entity or private organization which must have included program management, budget preparation and control, strategic planning, three years of which must include supervisory experience; **OR** an equivalent combination of education and experience. (*See Special Notes and Requirements*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Detailed knowledge of: principles, practices and methods of effective management including supervision, budgeting and fiscal management; strategic and program planning principles and practices; comprehensive principles and processes of emergency management to include mitigation, preparedness, response, recovery, and mitigation; incident command system, emergency communications, national incident management system, and the national response plan; plan development and revision; organization of training exercises. **Working knowledge of:** federal, State, county and municipal laws, regulations and policies governing emergency management and homeland security. **Ability to:** plan, organize, direct and control comprehensive programs related to emergency management and homeland security; supervise staff to meet agency goals and objectives; communicate effectively both orally and in writing; present and advocate for agency programs and policies with a broad variety of interest groups; evaluate proposals for program accuracy, internal consistency, and adherence to agency policies and goals; interpret statutes and regulations; objectively evaluate the work performance of personnel and take appropriate personnel actions as required; analyze and evaluate statewide programs effectiveness; develop statewide goals, objectives and procedures; prioritize work efforts and assignments to allocate staff and resources; establish and maintain effective working relationships with employees, supervisors, and other State and federal agencies, tribal nations and the public; mediate between contending parties or groups.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Working knowledge of: agency programs and activities and their impact on the State's resources and ability to respond to, and recover from, a natural, man-made or technological emergency or disaster; the relationship of federal, State, county and municipal laws, regulations and policies to Nevada emergency management programs; State personnel, budget and purchasing regulations; legislative process and its

MINIMUM QUALIFICATIONS

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (cont'd)
relationship to agency operations; goals, programs and objectives of the agency in relation to the department, State and local government, and tribal nations. **Ability to:** identify opportunities for program improvement; prepare and defend division programs and budgets; develop and implement coherent and effective planning procedures.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

11.600

ESTABLISHED: 7/1/05R
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